

<p align="center">APPENDIX B MINIMUM LATENT PRINT STANDARDS & CONTROLS</p>	<p align="center">Page 1 of 4</p>
<p align="center">Division of Forensic Science LATENT FINGERPRINTS PROCEDURES MANUAL</p>	<p>Amendment Designator: 1</p>
	<p>Effective Date: 6-July-2005</p>
<p align="center">APPENDIX B MINIMUM LATENT PRINT STANDARDS AND CONTROLS</p> <p>2.1 Chemical Processes</p> <p>2.1.1 Standards</p> <p>2.1.1.1 General. Reagent Solutions will be kept in latent print section stock containers labeled with the type of solution, preparer's initials, and date prepared.</p> <p>2.1.1.2 Minimum standards and controls for specific chemical preparations are in the Latent Fingerprint Procedures Manual with each formula.</p> <p>2.1.2 Controls</p> <p>2.1.2.1 General. Exact chemical concentrations are critical to analyses in some forensic sciences; however, in latent print examinations, the chemicals used merely visualize ridge detail for comparison purposes. They do not alter the types of ridge characteristics present or change their relative positions. A slightly weaker or stronger solution than usually employed may differ slightly from the norm in ridge contrast produced, but as long as ridge detail is discernible, an identification may be effected.</p> <p>2.1.2.2 Working solutions of standards not specifically noted will be tested against a surface bearing a known impression or a test strip after the reagent is mixed. Documentation of the test impressions must be done in the form of a reagent log.</p> <p>2.1.2.3 Cyanoacrylate Ester (super glue). A test impression will be placed into the super glue tank along with each batch of evidence processed to ensure proper development of the latent impressions. Documentation of the test impressions must be done in the form of a log or in the examiner's work notes.</p> <p>2.2 Powder processes</p> <p>2.2.1 Standards</p> <p>2.2.1.1 Commercial stock containers should be used to refill latent print section working powder containers for daily use.</p> <p>2.2.1.2 Individual hair (or fiber) brushes should be used for different colors or types of powders.</p> <p>2.2.2 Controls</p> <p>2.2.2.1 Contaminated powders should not be returned to the stock containers.</p> <p>2.2.2.2 Magnetic/conventional powder mixtures may be replenished by periodic addition of conventional (non-magnetic) powder to produce a 50/50 ratio.</p> <p>2.3 Preservation of Impressions</p> <p>2.3.1 Standards</p> <p>All suitable plastic and patent impressions will be photographed prior to the application of any processing technique.</p> <p>2.3.2 Controls</p> <p>At least one method of preservation must be used for each non-duplicate suitable impression developed. Photographic prints or negatives will be checked against the original exhibits for sharpness, contrast and accurate reproduction of ridge detail.</p>	

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<p>2.4 Information to be Included on Lifts and Photographs</p> <p>2.4.1 Standards</p> <p>2.4.1.1 Each lift and photograph or any negative which is used as the source of an impression upon which an evaluation or comparison is based will include the following minimum information.</p> <p>2.4.1.1.1 Laboratory Case Number.</p> <p>2.4.1.1.2 The initials of the examiner.</p> <p>2.4.1.1.3 Item number and sub item designation, if given, of the article from which the impression was preserved (if impression was preserved in the laboratory).</p> <p>2.4.1.1.4 If an impression is identified, the initials of the verifying examiner made by the verifying examiner.</p> <p>2.5 Control (Possession) of Lifts, Photographs, and Negatives after a Case Has Been Completed</p> <p>2.5.1 Standards</p> <p>2.5.1.1 All lifts, photographs, and negatives received from an outside agency will be returned to the submitting agency or the agency listed on the evidence receipt.</p> <p>2.5.1.2 All lifts made of latent prints, developed by the Laboratory on items of evidence, will be returned to the submitting agency.</p> <p>2.5.1.3 Photographs which serve as record shots of identifications as required, will be kept in the laboratory. These items will be placed in the case file.</p> <p>2.5.1.4 Negatives and/or CD-Rom containing digital images will be returned to the submitting agency in the original evidence packaging with the evidence when the size of the packaging allows; otherwise, the negatives/digital media will be placed in an appropriate sealed container and attached to the evidence packaging. In instances in which latent prints were developed on more than one item, the negatives and/or digital media will be returned with the first item on which the latents were developed. The packaging for the negatives and/or digital media shall be sealed and labeled with the FS number, examiner's initials, and a notation that the negatives are of latent prints developed on the following items....</p> <p>2.6 Photography</p> <p>2.6.1 Standards</p> <p>2.6.1.1 Photographs/digital images of all latent print impressions of value for comparison purposes, whether developed in the lab or submitted preserved, must be retained as part of the examination documentation. However, it is not required that legible copies of latent prints which have no value for comparison or which were not examined be maintained in the case record.</p> <p>2.6.1.2 All known exemplars used for individualization in the examination must be a legible reproduction (photographs/digital images, facsimile, archival printout or photocopy) suitable for comparison of the known exemplar and must be retained as part of the examination documentation.</p> <p>2.6.1.3 All negatives and photographs generated by the laboratory will contain the following minimum information:</p> <p>2.6.1.3.1 Laboratory Case Number.</p> <p>2.6.1.3.2 Initials of the examiner.</p> <p>2.6.1.3.3 Item number and sub item designation, if given, of the article from which the impression was preserved, or under which the exhibit was submitted.</p> <p>2.6.1.4 Photographic negatives need not be exposed in a one-to-one format, but will include a measurement device.</p>		

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2.6.2	Controls	Photographic prints or negatives will be checked against the original exhibits for sharpness, contrast, and accurate reproduction of ridge detail.
2.7	Worksheets	
2.7.1	Standards	
2.7.1.1	Worksheets will be filled out for all exhibits submitted for latent print.	
2.7.1.2	Worksheets for articles submitted for latent print examination will include the following minimum information.	
2.7.1.2.1	Laboratory Case Number	
2.7.1.2.2	Description of packaging evidence was received in	
2.7.1.2.3	Item number and sub item number, if given	
2.7.1.2.4	Description of article examined	
2.7.1.2.5	All examinations performed	
2.7.1.2.6	The order in which the examinations were performed	
2.7.1.2.7	The results of each examination in terms of non-duplicate suitable latent prints that were developed.	
2.7.1.2.8	The processing technique that was used to develop each suitable latent print that was compared or will be compared (if the latent print was developed in the laboratory)	
2.7.1.2.9	Number of impressions determined suitable listed by area (finger, palm, etc.)	
2.7.1.2.10	Results of comparisons documented in a matrix (or the worksheet)	
2.7.1.2.11	Verification documentation	
2.7.1.2.12	Examiner	
2.7.1.2.13	Date started	
2.7.1.2.14	Date completed	
2.7.1.2.15	Photographic negatives/prints or digital images/printouts	
2.7.1.2.16	Additional remarks deemed necessary by the examiner	
2.7.2	Controls	Examiners are responsible for insuring all appropriate data as required in Standards for Worksheets, Paragraph #2, is recorded on each case worksheet.
2.8	Laboratory Markings on Exhibits	
2.8.1	Standards	
2.8.1.1	The packaging that the exhibits were received in will contain or be marked with the following information when received:	
2.8.1.1.1	Laboratory Case Number	
2.8.1.1.2	Item Number	
2.8.1.1.3	Initials of the Latent Print Examiner	
2.8.1.2	Whenever possible and practical, the exhibits themselves will be marked with the following information:	
2.8.1.2.1	Laboratory Case Number	
2.8.1.2.2	Item Number and Subexhibit Designation, if given	
2.8.1.2.3	Initials of the Examiner	
2.8.2	Controls	Examiners are responsible for insuring that all information as required in Standards for Laboratory Markings on Exhibits, Paragraphs #1 and #2, is included on all packaging and exhibits.

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<div> <div>2.9</div> <div>Annotations</div> <div> <div>2.9.1</div> <div>Standards</div> <div> <div>2.9.1.1</div> <div>When annotations are made on original evidence, latent print lifts or photographs/digital images of latent prints, a legible copy (photograph/digital image or photocopy) must be retained as examination documentation. Annotations may include, but are not limited to, designation of latent prints of value, markings regarding an individualization, charting, etc.</div> </div> </div> </div> <div>◆End</div>	